MENASHA ALDERMEN OCCASIONALLY ATTEND MEETINGS OF THIS BODY. IT IS POSSIBLE THAT A QUORUM OF COMMON COUNCIL, BOARD OF PUBLIC WORKS, ADMINISTRATION COMMITTEE, PERSONNEL COMMITTEE MAY BE ATTENDING THIS MEETING; (NO OFFICIAL ACTION OF ANY OF THOSE BODIES WILL BE TAKEN).

CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public Library
March 11, 2008

8:15 AM

AGENDA

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1. **CALL TO ORDER**

    A. -

2. **MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

    A. **Approval of minutes of January 16, 2008 IT Steering Committee meeting**

    ☐
    [Attachments](#)

3. **REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

    A. **IT Steering Committee monthly update on status of projects/operations/costs**

    ☐
    [Attachments](#)

4. **ACTION ITEMS**

    A. **Committee update and discussion of NOVUS AGENDA software**

    B. **Committee update and discussion on content and design of City website**

    C. **Committee update and discussion on installation of video recording equipment**

    D. **Committee discussion and recommendation on next IT Steering Committee meeting date - April 16th, third Wednesday**

5. **ADJOURNMENT**

    A. -

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made.

City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday January 16, 2008
8:15 A.M.
Minutes

I. Call to Order

Meeting called to order at 8:17 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf, CLERK Galeazzi, COMP Stoffel, ITMgr Lacey, PL Brunn and PWD Radtke

Also Present: CA/PD Brandt and ITSupv James

II. Minutes to Approve-Minutes and Communications to Receive - Approval of Minutes of December 19, 2007 IT Steering Committee meeting.

Motion by CLERK Galeazzi, seconded by ITMgr Lacey to approve the minutes of the December 19, 2007 IT Steering Committee meeting. Motion carried.

III. Report of Department Head/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey handed out the monthly update and explained what projects were being worked on for the new year.

IV. Action Items – Committee update and discussion on content and design of City website

ITSupv James explained to the Committee changes he had made to the website, putting "Current topics or events" in a readily available format for easy access by website users. ITSupv James explained that he has not yet gone into changing the graphics on the website. He will be taking a course for the "Dreamweaver" software which will increase his ability to manage the website.

ITSupv James then informed the Committee that one of the "Current topics or events" had been the advertisement for the League of Women Voters of the upcoming Mayoral Debates. This had caused some concerns from a few people because the website had been set up to receive anonymous questions from the public, to be used in the upcoming debate. After discussions with Mr. Noll from

the League of Women Voters, it was decided to remove the link for submitting questions and the City also removed the advertisement of the forum. ITSupv James was concerned that the actions taken by him and the City Clerk to put this advertisement on the website had been seriously misinterpreted. The Committee members discussed their thoughts on whether or not the advertisement should have been removed. Motion by ITMgr Lacey, seconded by PWD Radtke, to place the League of Women Voters advertisement of the upcoming mayoral debate back onto the City's website without the link for submission of questions. Motion carried.

Action Items – Committee update and discussion of NOVUS AGENDA software

ITSupv James informed the Committee that there had been some changes made to the NOVUS AGENDA which will address some of the concerns from City staff. But Staff has not yet had enough time to work through those changes and so there was no report on how well those changes were working. ITSupv James will give an update on progress with NOVUS AGENDA nest month. CA/PD Brandt inquired if the "search" feature was now functioning. ITSupv James responded that is was, but only on the agenda items, not on the text of the minutes. CA/PD Brandt spoke in favor of abandoning NOVUS AGENDA and returning to the way the City previously produced agendas and minutes.

Action Items – Committee update and discussion on purchase and installation of video recording equipment

ITMgr Lacey distributed a second quote for the video recording equipment he had obtained from Suess Electronics for $22,688.98. It was determined that this quote included optional equipment but their quote did not break down the cost of individual pieces. CHAIRMAN Wisneski was concerned that the City was not comparing the Suess quote to the previous quote on the same basis. She asked ITMgr Lacey to contact Suess Electronics and have their quote broken down between needed and optional equipment. She wanted that breakdown to be included in the Council packet for the Common Council meeting of 01/21/2008. The Committee took no action on this item

Action Items – Committee discussion and recommendation on next IT Steering Committee meeting date – February 20th, third Wednesday

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, February 20, 2008 at 8:15 AM in the Gegan Room of the Menasha Public Library.
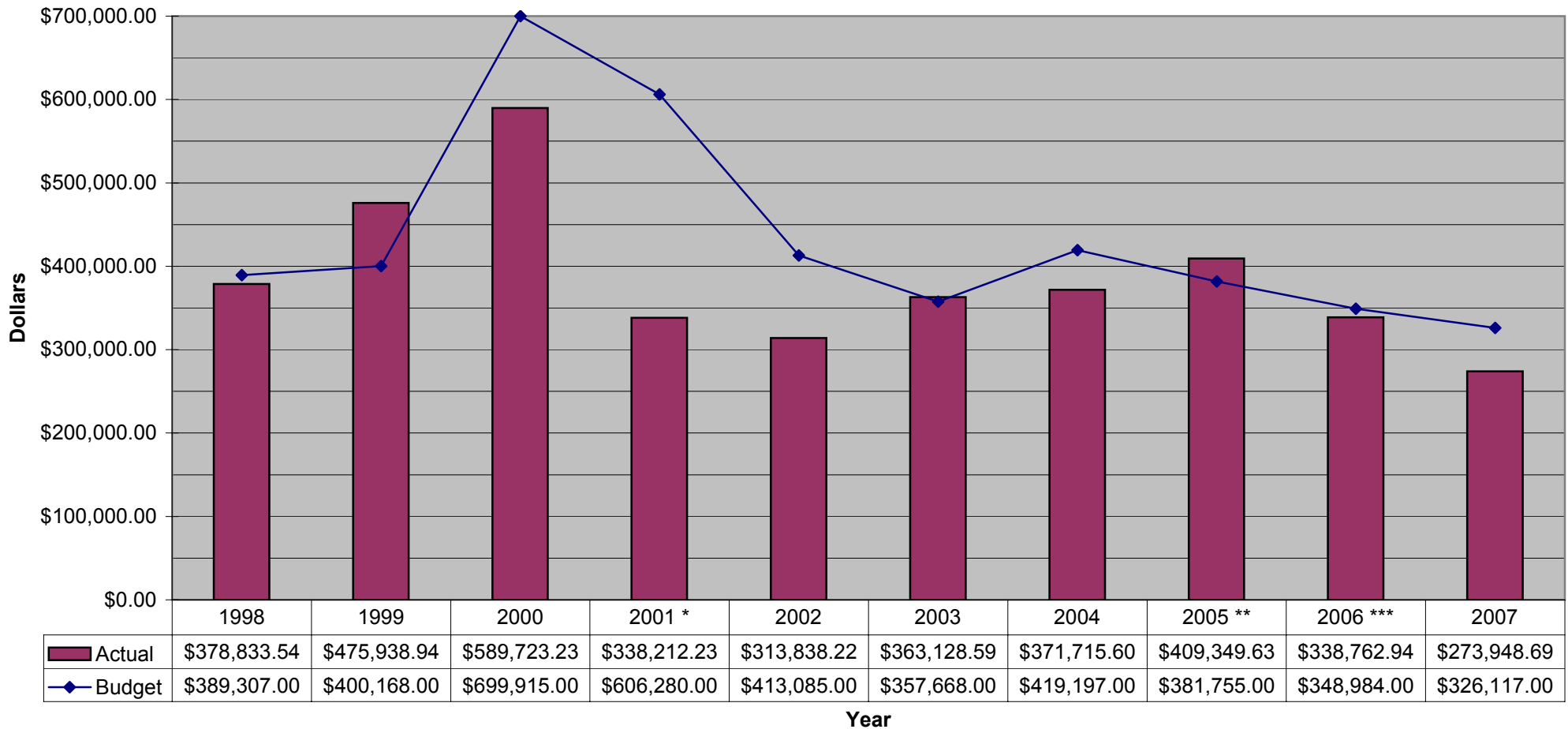
V. Adjournment

Motion by CLERK Galeazzi seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 9:40 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

IT Budgeted vs Actual 1998-2007

	1998	1999	2000	2001 *	2002	2003	2004	2005 **	2006 ***	2007
Actual	$378,833.54	$475,938.94	$589,723.23	$338,212.23	$313,838.22	$363,128.59	$371,715.60	$409,349.63	$338,762.94	$273,948.69
Budget	$389,307.00	$400,168.00	$699,915.00	$606,280.00	$413,085.00	$357,668.00	$419,197.00	$381,755.00	$348,984.00	$326,117.00

Year

The graph above shows the Budgeted vs. Actual costs associated with Information Technology from 1998-2007. The first year of outsourcing Information Technology services to Schenck Technology Solutions was 2001.

* 2001 was a transition year that included payroll, benefits and unemployment compensation for departing staff and ten months of service by Schenck Technology Solutions.

** 2005 the City purchased Financial services from WPPI; this was a non-budgeted for item causing a budget overage for that year.
All of the remaining years were under budget or minimally over.

***2006 the City hired the two consultants from Schenck/Avastone, cutting costs further.

Since 2001 the City's Network infrastructure has increased by 3 servers, 2 Internet filter devices, a VPN appliance, a new location (Health), a Web server (Novus Agenda), 2 wireless nodes, a new phone system, 5 networked copiers and 15 printers.